

## Obtaining Your For Hire Permit and Vehicle Certificates

**W**E ARE PLEASED to enclose the application forms required to obtain your For Hire Permit and Vehicle Certificates. Our goal is to help you successfully establish and operate a business in Washington.

### How much will it cost me to license my business?

There are several fees you must pay if you are starting a new For Hire business:

<b>For Hire permit</b> .....	<b>\$20</b>
(Required if your city or county does not license taxi businesses)	
<b>For Hire certificate <i>each</i> vehicle</b> .....	<b>\$20</b>
<b>State tax registration</b> .....	<b>no fee</b>
<b>Trade name registration</b> .....	<b>\$5</b>
<b>Taxi Meter <i>each</i> meter</b> .....	<b>\$5</b>
<b>Master Application fee</b> .....	<b>\$15</b>

### How do I renew my vehicle certificates?

You must renew your For Hire vehicle certificates each year. A renewal notice will be sent about 1 month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice.*

To Renew:

1. We must have valid insurance on file, which lists all vehicles being renewed.
2. You must pay \$20 per vehicle
3. You must pay \$5 per Taxi meter
4. Include a \$9 renewal process fee

### How do I add/change a vehicle?

If, at any time during the year, you wish to add/change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show "CAB" or "F/H" in the use class.
- The For Hire certificate fee of \$20 for each vehicle.

*Your For Hire permit is valid as long as you remain in business, but your vehicle certificates must be renewed each year.*

*A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.*

### WHAT TO SEND OR BRING:

- ☐ Completed Master Application form.
- ☐ Certificate of Insurance (can be faxed from the insurance company).
- ☐ Current copy of Washington State Vehicle Registration for *each vehicle*.
- ☐ For Hire Addendum form, **already signed by the local approving authority.** (This form can be faxed)  
Form available from the Master License Service (360) 664-1400, Fax (360) 570-7875

continued on reverse



# B U S I N E S S B U L L E T I N

## SAMPLE REQUIREMENTS

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)	
PRODUCER <b>GENERIC INSURANCE</b> ABC LANE ANYWHERE WA 98111-1111				05/12/99	
INSURED <b>1 JOHN DOE</b> <b>DBA: JOHN'S TAXI</b> 122 CENTRAL AVE ANYWHERE WA 98111				COMPANIES AFFORDING COVERAGE A COMPANY B TAXI INSURANCE COMPANY	
COVERAGES <small>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENTS, TERMS OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</small>					
CO TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY	COMMERCIAL GENERAL LIABILITY CLASS CODE: <b>1 1</b> OCCUR OWNER'S & CONTRACTOR TRUST				GENERAL AGGREGATE \$ PERSONAL & AUTO AUTO \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ THEFT (Any one fire) \$ COMBINED SINGLE LIMIT \$
A AUTOMOBILE LIABILITY	ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS HIRE AUTOS NON-OWNED AUTOS	<b>2 R4603348A</b>	<b>3 12/04/98</b>	<b>3 12/04/99</b>	BODILY INJURY (Per person) \$100,000 BODILY INJURY (Per accident) \$200,000 PROPERTY DAMAGE \$25,000
LIABILITY	ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
EXCESS LIABILITY	UMBRELLA OTHER THAN UMBRELLA FORM OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS <b>1993 CHEVROLET 1G1VV52D8V193006 6</b>					
CERTIFICATE HOLDER DEPT OF LICENSING MASTER LICENSE SERVICE <b>7</b> PO BOX 9034 OLYMPIA WA 98507				CANCELLATION <small>WHICH ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.</small> AUTHORIZED REPRESENTATIVE	

STATE OF WASHINGTON										1234B	
DEPARTMENT OF LICENSING											
5/25/1999 VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE											
LIC/PLT	ISSUE-DATE	TAB-NO	REG-EXP	VALUE-CODE	DEPRE	MO-REG	MO-GWT				
12345R	10/1999	\$223344	10/20/2000	24689/1993	1	12					
POWER	USE	MOD-YR	MAKE	SERIES/BODY	VIN OR SERIAL-NO	RES-CO	INC/UNINC				
G	P/H	1993	CHEV	CAP4D	1G1VV52D8V193006	17	I				
SCLWT	SEAT	GWT	GWT-STRT	GWT-EXP	FLEET	PREVPL	PREV-TITLE-NO	ST			
00		/	/	/		26549C	9428622322	WA			
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE											
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A											
REGISTERED OWNER						LEGAL OWNER					
JOHN DOE DBA <b>1</b> JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111											

- 1 Owner name & firm/trade name** must be the same on insurance, master application & vehicle registration certificate.
- 2 Include policy number.**
- 3 Policy effective & expiration dates** must show current coverage.
- 4 Display name of insurance company.**
- 5 Minimum combined single limit coverage of \$325,000**  
**OR**  
split limit coverage of \$300,000/\$100,000/\$25,000.
- 6 Insurance certificate** must show **year, make and complete VIN # of each car**, which must match vehicle registration certificate.
- 7 Certificate holder** must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507.
- 8 Use class** must be **"F/H" or "CAB"**.

If you have any questions or need further information, please call:  
Master License Service at (360) 664-1400